

Recycling Assistance Section Household Hazardous Waste Grants Solid Waste Coordinator Training

FEBRUARY 2016



To Protect and Enhance Kentucky's Environment



KY Pride Household Hazardous Waste Grant

Purpose of HHW grant

2016-2017 Kentucky Pride Fund Household Hazardous Waste Management Grant Application

PURPOSE: To leverage limited funds into an efficient and cost effective one-day management event collecting Household Hazardous Waste and promoting a Household Hazardous Waste Public education program.



Division of Waste Management



HHW Grant

- HHW established in 2008 by SB 50 and was effective 7/12/06
- Incorporated as part of the KY Pride Fund
- Priority given to regional HHW programs
- Low scores of applications are given to proposals because of failure to follow instructions



HHW Grant

- Any count, waste management district, city, urban county government, or other political subdivision of the state or any combination...including schools/school districts shall be eligible to apply
- **STRONGLY** recommended that the governing body provides written permission, in addition to approval for signature of the agreement letter.



HHW Grant

- The HHW close-out report shall be submitted within 60 days of the HHW event completion
- Typically only one HHW event can be held per grant period.
- However, supplemental application can be submitted
- Supplemental grant application shall be submitted the close-out report



HHW Grant

- No changes or substitutions are allowed after the grant agreement letter is signed without written permission from the cabinet.
- KY Pride funds may be withheld if the grantee is out of compliance with any of the grant programs administered by the Recycling Assistance and Local Assistance Branch (RLA)



HHW Grant Application Preparation

- Read the “Household Hazardous Waste Grant Management Handbook.”
- Ensure that the contractors are registered with the Ky Division of Waste Management
 - Bill Schneider, Kentucky Hazardous Waste Branch at 502-564-6716
- It is recommended that you include all conditions for your contract in your RFP



Grant Application Preparation

- **Things to consider when selecting a HHW vendor**
 - Request they provide proof of registration with the Ky. DWM Hazardous Waste Branch
 - Provide a pre-event safety and education session for your staff and volunteers
 - Require that they have adequate management and labor staff onsite during the entire event.
 - Provide you with a final report that includes the total weight collected and the weight of the items collected by type and a disposition of the items.



Grant Application Preparation

- Determine the type and amount of advertising you want to include in your application.
 - Get quotes from the vendors for the advertising
 - Include a sample of any print ads with a schedule and rates.
 - Include a link to your video ads or a script of the radio ads with the schedule and rates.
 - Include the dates, locations, staff and content for any public education to be delivered.



Grant Application Preparation

Remember

The amount of advertising and education that you use will have a large impact on how successful your HHW collection event will be.



Grant Application Preparation

- Prepare your grant application
 - The completed application must be received in the RLA Branch by Monday, April 4, 2016. **No late applications will be considered for funding.**
 - Review the instructions included in the application packet.
 - Section 4 Project Details
 - Complete all items in A and B and attach to the application



Application Preparation (cont.)

- Signatures
 - The application must be signed by the authorized individual of the governing body for the applicant.
 - If the applicant is a regional or joint recycling project it must be signed by the authorized lead individual of the organization.
 - If the required signatures are not received the application will not be considered complete and the grant may be denied.



Grant Application Preparation

- Review the application for completeness before submitting
 - Incomplete applications will not be considered until all requested information is received.
 - If the information is not received by the submittal deadline the grant may not be funded.



Planning for the HHW Event

- Planning for the HHW Collection Event
 - Be familiar with the “Household Hazardous Waste Grant Management Handbook.”
 - Ensure the site where your event is to be held will allow good traffic flow.
 - It is recommended that staff are used for traffic control.



Planning for the HHW Event (cont.)

- Use volunteers/staff to verify residency, distribute and collect survey sheets and to;
- Distribute educational brochures on water based paint diversion, outlets for UMO, and automotive batteries



Planning for the HHW Event (cont.)

- Ensure that you are familiar with the acceptable household hazardous wastes
- Volunteers should complete Release & Waiver form (Pg. 9 in HHW Handbook)
- Provide PPE equipment to volunteers and staff.



Planning for the HHW Event (cont.)

- Surveys – English and Spanish available
 - Recommended that the surveys are distributed when the vehicles arrive and that the completed surveys are collected as they leave the site
 - The grant project contact or solid waste coordinator should compile the surveys into one document and submit it with the close-out report documentation.



Planning for the HHW Event (cont.)

- Safety Considerations:
 - At minimum, a staff member trained/certified in first aid and safety should be on site.
 - It is recommended that EMS be onsite or immediately available. *Access by EMS to the site must be unhindered.*
 - Emergency spill responders shall be available.



HHW Close-out Report (DEP 6087)

- Complete the top block information
- Attach vendor invoices and proof of payment must be provided as Appendix A.
- Also attach all advertising invoices with examples of print ads or scripts and educational materials and the “Okay to Pay information”.
- These should be attached to the close-out report as appendix B



HHW Close-out Report (DEP 6087)

- Match dollars
 - Match of 25% (minimum) of amount granted
 - A summary of the days/hours worked by staff on HHW activities as an attachment to report
 - Volunteers – include summary of each volunteer with the number of hours worked as an attachment.
 - Inmate labor hours should be counted in the in-kind match.



DEP 6087 (cont.)

- Attach narratives which answer the questions as appendices D and E
- Check and double check your math
- The Close-out report with attachments should be submitted to RAS within 60 days of completion of the HHW Collection Event.



DEP 6087 (cont.)

- The RAS staff will perform a reconciliation of the report and notify the grantee of any reimbursement of unspent grant funds due .
- Call your RAS staff representative if you have questions or need any assistance .



- Contact Information: 502-564-6716



- Web site:

<http://waste.ky.gov/RLA/grants/Pages/default.aspx>

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HHW Collection Events

QUESTIONS?

